

**POLICE CHIEF**

(Competitive Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the highest ranking position in the police department, the primary responsibility of which is acting as administrative head of the department. The Police Chief is responsible for the organization and management of department operations and for management of personnel. The employee of this class plans and directs systems to provide law enforcement services for the community and provides for all support functions for these operations, including conducting research and planning for department operations, developing a crime prevention program, and performing public relations duties. The Police Chief works with a high degree of independence in the performance of duties, reporting to the Mayor who reviews and oversees the work of this class.

**EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of the police department. Develops management policies, and determines goals and objectives for the department. Organizes the department, creating a structure to provide law enforcement services for the community. Organizes the personnel management functions of the department to provide required services while minimizing expense. Reviews incoming communications and either handles matters personally or assigns them to a subordinate.

Collects information to be used in making management decisions and for planning purposes. Reviews existing or proposed legislation, and reviews department operations in light of information collected, to determine if new programs or policies are needed or if changes in current structure or operations are required. Identifies target areas for improvement in productivity; develops and initiates programs and procedures to improve the quality and effectiveness of service.

Interviews prospective employees and makes recommendations for hiring. Assists in the development of and administers a comprehensive personnel plan covering conditions of service. Develops a grievance resolution procedure for department employees.

Compiles, organizes, and analyzes data needed and writes reports required to document department activity. Writes letters in answer to oral or written requests to the police department, or

as required to handle needs of the service.

Serves as official department representative at any required meetings in order to give reports, offer advice, make recommendations, and keep informed on local trends that may affect the police service. Writes and gives speeches and conducts demonstrations before school or civic groups. Answers inquiries or handles complaints from the public about the operation of the police department or any related areas of law enforcement operations. Determines target areas for crime prevention or public education efforts.

Reviews work to be done and delegates assignments to subordinates, outlining responsibilities, setting task priorities and long term goals, and providing work spaces, tools, supplies, and resources. Provides for on-the-job training for new employees. Monitors the work pace and progress of assigned jobs. Maintains discipline among employees of the department by conducting corrective interviews, recommending disciplinary action to the appointing authority, or notifying the employee of disciplinary action taken.

Reviews products with sales representatives, and purchases equipment and supplies, keeping such purchases within the established operating budget. Maintains a department inventory of supplies and equipment.

Plans, organizes, and directs all law enforcement functions of the department, including patrol and general law enforcement functions, traffic management, criminal investigation, special tactical operations, handling of juveniles, and management of the jail.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, being a qualified elector of the State of Louisiana, and passing a civil service examination for the position.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have a bachelor's degree in business administration, public administration, or a related curriculum and at least eight (8) years of progressively responsible experience in law enforcement positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Law enforcement experience should include

work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

**OR**

Must have a bachelor's degree or an associate degree in criminal justice, police administration, or other law enforcement curriculum and at least eight (8) years of progressively responsible experience in law enforcement positions. Law enforcement experience should include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

**OR**

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education and at least ten (10) years of progressively responsible experience in law enforcement positions, at least four (4) years of which must have been in positions which include administrative or supervisory responsibilities. Law enforcement experience should include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

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